

**Online training course for the Headmasters and Headmistress of sponsored schools for
South 24 Parganas District from 25/08/2020 to 29/08/2020**

ATI has conducted Online training course for the Headmasters and Headmistress of sponsored schools for the second batch from the 25/08/2020 to 29/08/2020 for South 24 Parganas District. Pre-course briefing was held on 23/08/2020. The five day long course was attended by 60 Headmasters/ Headmistress.

The course module covered contents like Role of schools during the lock down period due to COVID-19, Academic responsibilities of the HM, Conduct & misconduct of Teachers & NTE, Disciplinary Proceedings against teachers & NTS, Analysis of problems of school through SWOT & cause & effect analysis, Online OSMS, Legal Issues & Court Cases of School Education, Management of Schools, Financial Management of Schools, Role of Schools post lockdown period etc.

ADMINISTRATIVE TRAINING INSTITUTE

GOVERNMENT OF WEST BENGAL

Online Orientation Training for the Headmasters / Headmistresses of the Sponsored Schools through WEBEX from 25-08-2020 to 29-08-2020 (Batch - HMOL (03) 250820)**23.08.2020 (Sunday)**

Time	Main Topic	Sub Topics in Specific
11.00 – 13.00 Hrs	Pre course briefing with the participants Sri Manik Lal Maitra, Addl. Director, ATI & Sri G H Khanra, CEO & Course Director, CPTSE	

1st Day – 25.08.2020 (Tuesday)

Time	Main Topic	Sub Topics in Specific
11.00 – 11.20 Hrs	Inauguration, Objectives of the Course & Interaction with the participants on Expectation of the participants : Dr A N Biswas, IAS, Commissioner of School Education	
11.30 – 12:30 Hrs	Role of Schools during the Lock down period due to COVID 19 Dr A N Biswas, IAS, Commissioner of SED	<ul style="list-style-type: none"> • Role of HM on monitoring • Role of Teachers for on line Classes • Role of Parents • Role of Students
12.30 – 12.45 Hrs	BREAK	
12.45 – 13.45 Hrs	Implementation of the RTE Act 2009 Sri D. G. Ghatak, Ex-Dy. Director, SED	<ul style="list-style-type: none"> • Outlines of RTE Act 2009 • Outlines of WB RTE Rules 2013 • Interpretations of above in School Education • Present Status & how to implement the new system
13.45 – 14.45 Hrs	RECESS	
14.45 – 15.45 Hrs	Civil Works and Related Issues Sri Writaban Bhattacharya, Asst Engineer, PSSB	<ul style="list-style-type: none"> • Planning & Budget for Construction and repairing • E tender • Utilisation Certificate
15.45 – 16.00 Hrs	BREAK	
16.00 – 17.00 Hrs	Conduct & Misconduct of Teachers & NTE Sri G H Khanra, CEO, CPTSE	<ul style="list-style-type: none"> • Conduct Rules 2018 • Conduct under RTE Act • Misconduct

2nd Day – 26.08.2020 (Wednesday)

Time	Main Topic	Sub Topics in Specific
11.00 – 12.00 Hrs	Administrative Responsibilities of the HM Dr. Partha Karmakar, Dy. Secretary, WBBSE	<ul style="list-style-type: none"> • Administrative Role of the HM • Liaison with the Board • Different functions with Board
12.00 – 12.15 Hrs	BREAK	
12.15 – 13.15 Hrs	Syllabus & Curriculum Text Book : Philosophy & Practice Sri Ratul Kr. Guha, Member, Expert Committee	<ul style="list-style-type: none"> • Syllabus • Curriculum
13.15 – 14.15 Hrs	RECESS	
14.15 – 15.15 Hrs	Learning Triangle : Expected Learning, Outcome, CCE & Pedagogical Process Sri Ratul Kr. Guha, Member, Expert Committee	<ul style="list-style-type: none"> • Understanding of CCE with special thrust on implementation of Formative Evaluation • Analysis of result of both formative and summative evaluation • Teacher "Dairy" • Understanding and attainment of learning outcomes • Pedagogical Process
15.15 – 15.30 Hrs	BREAK	
15.30 – 16.30 Hrs	Extension of CCE & Internal Formative Evaluation on Project Sri Ritwick Mallick, Member, Expert Committee	<ul style="list-style-type: none"> • CCE • Internal Formative Assessment • Project for class IX & X
16.35 – 17.15 Hrs	Feedback Session	

3rd Day – 27.08.2020 (Thursday)

Time	Main Topic	Sub Topics in Specific
11.00 – 12.00 Hrs	Disciplinary Proceedings against teachers & NTS Sri G H Khanra, CEO, CPTSE	<ul style="list-style-type: none"> • Disciplinary Authority • Inquiring Authority • Preliminary Investigation • Application of Principal of Natural Justice • Suspension • Subsistence Allowance • Duties during the period of Suspension etc
12.00 – 12.15 Hrs	BREAK	
12.15 – 13.15 Hrs	Web Based application for School Education Sri Supratim Manna, State Resource Person	<ul style="list-style-type: none"> • HRMS etc • Online feedback etc. • E-Pension
13.15 – 14.15 Hrs	RECESS	
14.15 - 15.15Hrs	Designing Smart Classroom & Multimedia Classroom Sri Asoke Kumar Chandra, Addl. Director (Retd.), NIELIT	<ul style="list-style-type: none"> • Designing Smart Classroom • Multimedia Classroom • Benefits of the same
15.15 – 15.30 Hrs	BREAK	
15.30 – 16.30 Hrs	Analysis of Problems of School through SWOT & Cause & Effect Analysis Sri G H Khanra, CEO, CPTSE	<ul style="list-style-type: none"> • Strength, Weakness and opportunities and threats in the status of school education in the school administration

4th Day – 28.08.2020 (Friday)

Time	Main Topic	Sub Topics in Specific
11.00 – 12.00 Hrs	Motivating the Students by the Teachers during Lock down period Sri G H Khanra, CEO, CPTSE	<ul style="list-style-type: none"> • Technique of on line teaching • Creativity in teaching • All-round development of students • Involvement of Students through on line training
12.00 – 12.15 Hrs	Break	
12.15 – 13.15 Hrs	Academic Responsibilities of the HM Dr. Partha Karmakar, Dy. Secretary, WBBSE	
13.15 – 14.15 Hrs	Recess	
14.15 - 15.15Hrs	Online OSMS Dr. Samsul Alam, HM, Muraligunge High School	<ul style="list-style-type: none"> • Online process of OSMS
15.15 – 15.30 Hrs	Break	
15.30 – 16.30 Hrs	Legal Issues & Court Cases of School Education Sri Abhijit Saha, Asstt. Director, SED	<ul style="list-style-type: none"> • Legal Issues of School Education • Art 226 & Writ Petition • Procedure of Review, Revision Caveat, Appeal • Contempt of Court

5th Day – 29.08.2020 (Saturday)

Time	Main Topic	Sub Topics in Specific
11.00 – 12.00 Hrs	Management of Schools Sri Debashis Sarkar, Jt. Director, SED	<ul style="list-style-type: none"> • Management of School (Amendment) Rules 2018 • Power & Duties of Head of Institution • Power & Duties of AHM • Power & Duties of Administrator / Secretary Managing Committee
12.00 – 12.15 Hrs	BREAK	
12.15 – 13.15 Hrs	Financial Management of Schools Sri A. K. Sarkar, Dy. Director, School Education	<ul style="list-style-type: none"> • SSC issues • Staff Pattern • Arear Claim • PPF
13.15 – 14.15 Hrs	RECESS	
14.15 - 15.15Hrs	Management of Schemes & Projects Dr. Syed Nurus Salam, Ex-Dy. Director, SED	<ul style="list-style-type: none"> • Mid-Day-Meal • Scholarship • Kanyashree & other schemes
15.15 – 15.30 Hrs	BREAK	
15.30 – 16.30 Hrs	Role of Schools post Lockdown Period DR. A. N. Biswas, IAS Commissioner of School Education	<ul style="list-style-type: none"> • Role of HM to strengthen the will power of Teacher • Role of Teachers to assess the gap of learning of Students • How to motivate the students lagging behind • How to overcome the situation • Task for the HM
16.30 - 17.30 Hrs	Feed Back Session, On Line Evaluation & Valediction DR. A. N. Biswas, IAS, Commissioner of School Education, Sri Manik Lal Maitra, Addl. Director, ATI & Sri G H Khanra, CEO & Course Director, CPTSE	

07.09.2020 (Monday)

Time	Main Topic	
11.00 – 12.00 Hrs	Doubt clearing session Faculty Members	
12.15 – 13.15 Hrs	Presentation by Participants	
14.15 - 17.30 Hrs	Presentation by Participants	

Note : All participants are requested to forward the topic wise questions to the Course Director through mail at ati.ghkhanra@gmail.com latest by 02-09-2018 so that the questions are discussed and answered by the respective faculty members for clarification on 06-09-2020. There is no limit of number of questions to be raised by the participants.

The participants are requested to subject SWOT Analysis Report on School Problems online by 03-09-2020.


 (G H Khanra)
CEO, CPTSE & Course Director